

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Company Dissolution

We are writing to inform you that [Company Name] has decided to dissolve and cease operations as of [Effective Date of Dissolution]. This decision has been made after careful consideration of our current circumstances and future outlook.

As of this date, we will be discontinuing all business activities, and we kindly ask that you direct any outstanding matters to our designated representative, [Representative Name], who can be reached at [phone number] or [email address].

Please note that all outstanding invoices, contracts, and financial obligations should be settled before the dissolution date.

We appreciate your support and understanding during this transition.

Thank you for the collaboration we have shared.

Sincerely,

[Your Name]

[Your Title]

[Company Name]